

Minutes
Winchester CPMT
411 N. Cameron Street, 2nd Floor
July 9, 2013
12:00 p.m.

Members Present

Denise Acker, Northwestern Community Services
Mary Blowe, City of Winchester
Kelly Bober, Child Advocacy Center
Charles Devine, Virginia Department of Health
Susan Groom, Winchester Public Schools
Doug Hewett, Asst. City Manager
Amber Johnson, Winchester Department of Social Services
Julie VanWinkle, Department of Juvenile Justice

Members/Others Not Present

Dale Iman, City Manager
Paul Scardino, National Counseling Group

Others Present

Connie Greer, Winchester Department of Social Services
Sarah Wingfield, Winchester Department of Social Services

Item	Discussion	Action
CALL TO ORDER/ ADDITIONS TO THE AGENDA APPROVAL OF MINUTES ANNOUNCE- MENTS	The meeting was opened by chairperson, Amber Johnson, at 12:00 p.m.	 Ms. Groom motioned to approve the minutes from June 9, 2013. Ms. Van Winkle seconded. Motion to approve the Minutes was unanimously approved. Interviews are underway for new CSA Coordinator DJJ is hiring for a parole officer.
FINANCIAL DISCUSSION	The financial report was distributed and included expenditures for June 2013: Report: June 2013 Expenditures: \$87,566.12 Local Dollars: \$38,001.86 Regular Medicaid Payments to Providers: \$169,191.82 YTD	Ms. Wingfield reviewed the report.

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<p>FINANCIAL DISCUSSION Continued</p>	<p>Local Match: \$48,505.18 YTD</p> <p>Wrap Dollars Funds Beginning Balance: \$33,377 Additional Allocation: \$15,000 Total Wrap Funds Balance (including Additional Allocation): \$48,377.00 Encumbered: \$9,760.00 YTD Disbursed: \$26,860.00 YTD Remaining Funds: \$11,757.00 YTD</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00 Encumbered: \$3,930.00 YTD Disbursed: \$9,955.00 YTD Remaining Funds: \$6,277.00 YTD</p>	
<p>OLD BUSINESS</p> <p>Policy Report-Work Committee Assignments</p>	<p>Subcommittees formed at the October 2012 meeting are to present the following topics: Funding, training needs for stakeholders, line staff, ongoing, and orientation training for CPMT & FAPT, forms consistent for all agencies, matching by-laws and policies, parental co-pay policy, and FAPT, FTM, and IDT brochures. Committee progress reports today included:</p> <p>Funding-Susan Groom</p> <p>Training-Denise Acker and Kelly Bober..</p> <p>Forms-Julie VanWinkle and Sarah Wingfield</p> <p>By-Laws and Policy-Mary Blowe</p> <p>Parental Co-Pay-Paul Scardino and Julie VanWinkle</p>	<p>No report.</p> <p>No report.</p> <p>No report.</p> <p>Ms. Johnson presented a proposed ICC draft policy (attached) to be reviewed prior to August meeting and discussed further at the August meeting.</p> <p>Ms. Van Winkle presented a</p>

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	Brochure for FAPT/FTM/IDT- Sarah Wingfield	<p>proposed Parental Co-Pay draft policy (attached). Discussion ensued regarding reason for the policy. reviewed prior to August meeting and discussed further at the August meeting.</p> <p>Ms. Wingfield will email the brochure to FAPT members and CPMT members.</p>
OLD BUSINESS Corrective Action Plan	The plan was submitted on May 6, 2013.	No report
OLD BUSINESS Strategic Planning	Ms. Johnson contacted Tyler St. Clair	Ms. Johnson obtained a proposal of services (attached) from Ms. St. Clair. The proposal was for a two-day retreat. Possible dates were discussed, with October 21-22 looking the most likely date that works for the CPMT. Ms. Johnson will contact Ms. St. Clair for additional information, including cost of her services. Ms. Johnson will also contact possible venues (Huntington Ridge Retreat, Blandy Farms, or Lord Fairfax Community College) to determine availability and cost.
OLD BUSINESS Proposed Policy	Consider possible new date for CPMT.	Discussed changing the date and time of meeting. It was determined that the second Tuesday was acceptable to all team members, but would prefer a different time of day. Future meetings will be the 2 nd Tuesday of each month at 2:00 p.m.

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		(rather than 12:00 p.m.)
OLD BUSINESS FAPT Requested Training	FAPTs are requesting substance abuse training.	No report
NEW BUSINESS	Local match for CSA Medicaid Funded Services	Administrative Memo #13-04 (attached) was discussed. There was an historical error in collection of Local share for Medicaid funded services. There is potential for retroactive collection of local share moneys for Medicaid funded services for FY13 and several months of FY14. Localities can anticipate an increase in local share for Medicaid funded services beginning FY14 that will result from inclusion of youth who have been omitted erroneously from Medicaid report.
NEW BUSINESS	Wrap Funds for FY14	Administrative Memo #13-04 (attached) was discussed. An Intent to Utilize Funds will be submitted by July 10, 2013. Ms. Johnson will follow up with OCS regarding the match rate

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EXECUTIVE SESSION FOR CLIENT CASE REVIEWS	<i>Motion to convene in Executive Session pursuant to 2.2 – 3711 (A) (4) and (15), and in accordance with the provisions of 2.2 – 5210 of the Code of Virginia for proceedings to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the family assessment and planning team and whose case is being assessed by this team or reviewed by the community policy and management team.</i>	Ms. Johnson suggested the meeting move into Executive Session. Motion by Dr. Devine. Seconded, Ms. Bober. Motion approved unanimously.
Motion to Come Out of Executive Session & Immediately Reconvene in Open Session		Motion to Come Out of Executive Session by Ms. Acker. Seconded, Dr. Devine. Motion approved unanimously.
Motion to Certify by Roll Call Vote	<i>Motion that the members of the Winchester City CPMT certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements, and (2) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.</i>	Motion to Certify by members in attendance by Dr. Devine. Seconded by Ms. Groom. Motion approved unanimously.
Motion to Approve All Cases	Members Abstaining from Vote:	Motion to approve by Ms. Acker. The motion was Seconded by Dr. Devine. Motion approved.
Motion to Adjourn		Motion to adjourn by Ms. Groom, at 12:55 p.m. Seconded by Ms. Acker. Motion approved unanimously.
LOCATION OF NEXT MEETING/	The next CPMT meeting will be held: Tuesday, August 9, 2013 at 2:00pm	

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ADJOURNMENT	Our Health Campus, 2 nd Floor Conference Room, 411 N. Cameron St., Winchester, VA 22601	
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Transcribed, cpg



COMMONWEALTH of VIRGINIA

Susan Cumbia Clare, M.Ed
Executive Director

OFFICE OF COMPREHENSIVE SERVICES
Administering the Comprehensive Services Act for At-Risk Youth and Families

ADMINISTRATIVE MEMO #13-04

TO: CPMT CHAIRS
CSA COORDINATORS

FROM: SUSAN CUMBIA CLARE, EXECUTIVE DIRECTOR
OFFICE OF COMPREHENSIVE SERVICES

CINDI JONES, DIRECTOR
DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

DATE: June 11, 2013

SUBJECT: LOCAL MATCH FOR CSA-MEDICAID FUNDED SERVICES

The Department of Medicaid Assistance Services has recently identified an error in its reporting to the Office of Comprehensive Services related to youth served under the CSA who received Medicaid funded services. Medicaid eligible youth enrolled in a managed care health plan (MCO) were omitted from the monthly Medicaid locality payment report used to calculate local share for these services. This reporting error has occurred for the past several years resulting in a failure to collect the appropriate local match for affected children.

DMAS is currently taking action to identify these children in its reporting however the fix may not be in place at the start of FY2014. The date when the fix is completed could be as late as October 2014. Until the fix is completed the youth who are managed care will continue to be excluded from the DMAS reporting to OCS, and therefore from the collection of local share.

Because the error was not identified until FY2013, there will be no retroactive collection of local share for services provided prior to July 1, 2012. A decision has not yet been

Collection of Local Match for CSA-Medicaid Funded Services, page 2

made regarding retroactive collection of the local share for FY2013 (July 1, 2012 – June 30, 2013) and any period of FY2014 prior to the correction in reporting. The impact of this error for FY2013 and the portion of FY2014 until the error is corrected is estimated to be \$440,000 in local collections statewide.

The purpose of this memorandum is to ensure local awareness of the following:

- 1) there has been an historical error in collection of local share for Medicaid-funded services;
- 2) there is potential for retroactive collection of local share for Medicaid funded services in FY2013 and for several months of FY2014; and
- 3) localities can anticipate an increase in local share for Medicaid funded services beginning in FY2014 that will result from the inclusion of youth who have been omitted erroneously from Medicaid reporting.

Questions about this matter may be directed to Chuck Savage, OCS Business Manager, by phone at (804) 662-9815 or by e-mail at Charles.savage@csa.virginia.gov.



COMMONWEALTH of VIRGINIA

Susan Cumbia Clare, M.Ed
Executive Director

OFFICE OF COMPREHENSIVE SERVICES
Administering the Comprehensive Services Act for At-Risk Youth and Families

ADMINISTRATIVE MEMO #13-04

TO: CPMT CHAIRS
FISCAL AGENTS
CSA COORDINATORS

FROM: SUSAN CUMBIA CLARE

DATE: JUNE 11, 2013

SUBJECT: WRAP-AROUND SERVICES FOR STUDENTS WITH DISABILITIES

The FY2014 budget for CSA appropriates \$2.2 million for services in the fund category "Wrap-Around Services for Students with Disabilities" (SPED Wrap-Around). This specific appropriation represents a continuation for the CSA "earmark" funding for a particular service category.

This limited appropriation places several restrictions on expenditures for this service category, i.e., expenditures may not exceed \$2.2 million statewide and funds cannot be used for other service categories. As with all CSA service funds, unspent funds may not be carried forward from one fiscal year to the next. The Office of Comprehensive Services (OCS) must allocate and manage these funds in such a manner to ensure compliance with these restrictions.

The allocation and management process for funds has been predicated on the following principles:

- 1) All communities should have an opportunity to utilize funds regardless of past usage,
- 2) All communities should have equitable access to funds,
- 3) 100% of the earmarked funds should be utilized,
- 4) The outcomes achieved for youth receiving such funds should be documented.

The process for allocation and management of FY2014 SPED Wrap-Around funds is described below:

- 1) Preliminary allocations have been calculated following the same methodology used to determine base service allocations. No community is allocated less than \$1000. (See "Preliminary Allocations: Wrap-Around Services for Students with Disabilities," attached).
- 2) Allocations will become available to local communities upon OCS receipt of written confirmation that the community intends to utilize funds. Allocations must be used solely for SPED Wrap-Around Services. (See "Intent to Utilize Funds for Wrap-Around Services for Students with Disabilities," attached)
- 3) Allocations to communities who do not submit confirmation they intend to utilize funds will be recouped and made available for reallocation to other communities on a first-come/first-served, application basis.
- 4) Expenditures for SPED Wrap-Around services will be analyzed following the close of the second quarter (December 2013). Unspent allocations will be reviewed for possible recoupment and reallocation.
- 5) Communities will identify projected outcomes and outcome measures when submitting their intent to use funds and will report outcome measures to OCS following the close of FY2014.

The use of mandated funds for "Wrap-Around Services for Students with Disabilities" allows communities to provide services to youth when their identified disabilities compromise functioning outside of the school environment. Such services may provide critical supports for youth who present significant challenges in the home or community. Communities are encouraged to consider their local policies regarding the provision of SPED Wrap-Around services and to identify strategies to maximize utilization of community-based supports for all youth.

Communities must submit their Intent to Utilize Funds form no later than the close of business on Wednesday, July 10, 2013.

Questions regarding the SPED Wrap-Around allocation process may be directed to Chuck Savage, OCS Business Manager, by phone at (804) 662-9818 or by e-mail at charles.savage@csa.virginia.gov.

Cc: William A. Hazel, Secretary of Health and Human Resources
SEC Members
SLAT Members

COMPREHENSIVE SERVICES FOR AT-RISK YOUTH AND FAMILIES
FY14 POOL FUND ALLOCATIONS for Wrap Services
(NON-MEDICAID EXPENDITURES)

LOCALITY	TOTAL POOL FUND FY14 ALLOCATION	STATE POOL FUND FY14 ALLOCATION	LOCAL POOL FUND FY14 ALLOCATION	LOCAL POOL FUND MATCH RATE
ACCOMACK	7,360	5,643	1,717	23.32%
ALBEMARLE	72,729	40,191	32,538	44.74%
ALLEGHANY/CLIFTON FORGE	7,718	6,233	1,485	19.24%
AMELIA	5,488	3,695	1,793	32.68%
AMHERST	12,181	8,866	3,315	27.22%
APPOMATTOX	8,825	6,496	2,329	26.39%
ARLINGTON	103,154	55,687	47,467	46.02%
AUGUSTA	29,837	19,984	9,853	33.02%
BATH	1,748	1,000	748	42.78%
BEDFORD COUNTY	20,293	13,980	6,313	31.11%
BLAND	2,742	2,164	578	21.09%
BOTETOURT	13,316	8,519	4,797	36.02%
BRUNSWICK	4,656	3,520	1,136	24.39%
BUCHANAN	12,832	8,782	4,050	31.56%
BUCKINGHAM	9,673	7,716	1,957	20.23%
CAMPBELL	18,784	12,947	5,837	31.07%
CAROLINE	16,746	11,207	5,539	33.08%
CARROLL	17,240	12,224	5,016	29.10%
CHARLES CITY	3,290	2,260	1,030	31.31%
CHARLOTTE	6,678	5,206	1,472	22.04%
CHESTERFIELD	60,631	37,269	23,362	38.53%
CLARKE	9,820	5,109	4,711	47.97%
CRAIG	5,010	3,556	1,454	29.01%
CULPEPER	37,025	23,077	13,948	37.67%
CUMBERLAND	5,704	3,970	1,734	30.40%
DICKENSON	13,650	9,499	4,151	30.42%
DINWIDDIE	9,000	5,978	3,022	33.58%
ESSEX	6,427	3,951	2,476	38.53%
FAIRFAX CITY/CNTY/FALLS C	442,473	238,430	204,043	46.11%
FAUQUIER	37,646	20,390	17,256	45.84%
FLOYD	2,949	2,264	685	23.24%
FLUVANNA	19,845	12,282	7,563	38.11%
FRANKLIN CO	38,027	27,266	10,761	28.30%
FREDERICK	23,170	13,095	10,075	43.48%
GILES	9,541	6,776	2,765	28.98%
GLOUCESTER	10,707	6,759	3,948	36.87%
GOOCHLAND	13,520	6,935	6,585	48.71%
GRAYSON	5,210	4,112	1,098	21.09%
GREENE	12,493	8,157	4,336	34.71%
GREENSVILLE/EMPORIA	6,218	4,809	1,409	22.66%
HALIFAX/SOUTH BOSTON	26,526	20,332	6,194	23.35%
HANOVER	54,349	30,197	24,152	44.44%
HENRICO	64,787	40,460	24,327	37.55%
HENRY	5,399	3,895	1,504	27.86%
HIGHLAND	1,619	1,000	619	38.22%
ISLE OF WIGHT	6,093	3,891	2,202	36.13%
JAMES CITY COUNTY	8,506	4,693	3,813	44.83%
KING AND QUEEN	5,864	4,021	1,843	31.44%
KING GEORGE	24,403	15,552	8,851	36.27%
KING WILLIAM	5,239	3,220	2,019	38.53%
LANCASTER	8,453	4,742	3,711	43.91%
LEE	7,971	6,182	1,789	22.45%
LOUDOUN	70,097	36,706	33,391	47.64%
LOUISA	26,214	14,677	11,537	44.01%

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LUNENBURG	8,976	7,452	1,524	16.98%
MADISON	14,435	9,592	4,843	33.55%
MATHEWS	5,291	3,032	2,259	42.71%
MECKLENBURG	16,740	12,913	3,827	22.86%
MIDDLESEX	5,173	2,932	2,241	43.33%
MONTGOMERY	16,881	12,097	4,784	28.34%
NELSON	6,851	4,705	2,146	31.32%
NEW KENT	9,993	5,667	4,326	43.29%
NORTHAMPTON	6,450	5,179	1,271	19.71%
NORTHUMBERLAND	2,691	1,802	889	33.04%
NOTTOWAY	8,557	6,259	2,298	26.86%
ORANGE	25,267	14,949	10,318	40.83%
PAGE	11,726	8,366	3,360	28.65%
PATRICK	1,340	1,000	340	25.39%
PITTSYLVANIA	39,396	30,117	9,279	23.55%
POWHATAN	17,263	9,768	7,495	43.42%
PRINCE EDWARD	6,890	5,352	1,538	22.32%
PRINCE GEORGE	9,581	6,021	3,560	37.16%
PRINCE WILLIAM	96,414	63,500	32,914	34.14%
PULASKI	32,588	23,064	9,524	29.23%
RAPPAHANNOCK	9,777	5,672	4,105	41.99%
RICHMOND CO	4,804	3,254	1,550	32.27%
ROANOKE COUNTY	53,950	30,228	23,722	43.97%
ROCKBRIDGE	18,475	14,159	4,316	23.36%
ROCKINGHAM	45,385	29,748	15,637	34.45%
RUSSELL	12,065	9,780	2,285	18.94%
SCOTT	8,447	5,783	2,664	31.54%
SHENANDOAH	24,700	16,014	8,686	35.17%
SMYTH	5,581	4,277	1,304	23.37%
SOUTHAMPTON	5,048	3,417	1,631	32.30%
SPOTSYLVANIA	85,272	46,153	39,119	45.88%
STAFFORD	50,453	28,055	22,398	44.39%
SURRY	1,806	1,087	719	39.79%
SUSSEX	5,075	3,863	1,212	23.87%
TAZEWELL	15,707	11,850	3,857	24.55%
WARREN	22,505	13,834	8,671	38.53%
WASHINGTON	9,660	6,994	2,666	27.60%
WESTMORELAND	7,813	5,449	2,364	30.25%
WISE	12,896	9,343	3,553	27.55%
WYTHE	21,339	15,561	5,778	27.08%
YORK	10,737	6,562	4,175	38.88%
ALEXANDRIA	117,210	54,983	62,227	53.09%
BRISTOL	10,933	8,148	2,785	25.47%
BUENA VISTA	8,775	6,731	2,044	23.29%
CHARLOTTESVILLE	79,395	55,034	24,361	30.68%
CHESAPEAKE	37,251	23,411	13,840	37.15%
COLONIAL HTS.	3,113	1,860	1,253	40.27%
COVINGTON	7,984	5,991	1,993	24.96%
DANVILLE	26,657	20,732	5,925	22.23%
FRANKLIN CITY	2,842	1,788	1,054	37.10%
FREDERICKSBURG	15,199	9,969	5,230	34.41%
GALAX	2,524	1,730	794	31.46%
HAMPTON	55,225	37,427	17,798	32.23%
HARRISONBURG	48,411	29,974	18,437	38.08%

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HOPEWELL	26,986	19,788	7,198	26.67%
LEXINGTON	3,833	2,567	1,266	33.02%
LYNCHBURG	40,757	29,604	11,153	27.36%
MANASSAS	14,667	8,554	6,113	41.68%
MANASSAS PARK	8,449	4,838	3,611	42.73%
MARTINSVILLE	1,675	1,119	556	33.21%
NEWPORT NEWS	82,401	59,551	22,850	27.73%
NORFOLK	91,105	68,740	22,365	24.55%
NORTON	2,064	1,393	671	32.54%
PETERSBURG	39,939	25,821	14,118	35.35%
POQUOSON	2,010	1,450	560	27.87%
PORTSMOUTH	37,941	28,057	9,884	26.05%
RADFORD	4,889	3,894	995	20.35%
RICHMOND CITY	157,651	99,466	58,185	36.91%
ROANOKE CITY	109,197	75,649	33,548	30.72%
SALEM	11,280	7,317	3,963	35.13%
STAUNTON	17,937	13,097	4,840	26.99%
SUFFOLK	13,012	9,847	3,165	24.32%
VIRGINIA BEACH	137,044	88,135	48,909	35.69%
WAYNESBORO	10,646	6,555	4,091	38.43%
WILLIAMSBURG	3,674	2,001	1,673	45.53%
WINCHESTER	19,138	10,359	8,779	45.87%
			0	
STATE TOTAL	3,485,688	2,200,000	1,285,688	

Intent to Utilize Funds for Wrap Around Services for Students with Disabilities

Fiscal Year 2014

Locality:

☐ We intend to utilize funds in the service category "Wrap Around Services for Students with Disabilities" and request that the preliminary allocation be made available for use effective with the first quarter of Fiscal Year 2014.

Projected Outcome(s) for youth provided "SPED Wrap Around Services":

Measure(s) of outcome(s):

☐ We do **not** intend to utilize funds in the service category "Wrap Around Services for Students with Disabilities". It is understood that we may apply for funds during the fiscal year but the availability of funds is not guaranteed.

Fiscal Agent Signature:

Date:

FAX COMPLETED FORM BY THE CLOSE OF BUSINESS ON JULY 10, 2013

TO 804-662-9831, ATTENTION: TY PARR